

28 March 1973

MEMORANDUM FOR: Executive Officer/OTR  
SUBJECT : Transfer of Administrative Responsibilities  
25X1A2d1 [REDACTED] to Technical Services Division  
REFERENCES : A. TSD Memo to OTR, dtd. 6 March 1973;  
Subject same as above  
B. OTR Memo to TSD/Support, dtd. 14 March '73,  
Subject same

1. In response to your comments regarding Reference A there follows our suggested solutions which are keyed to your memorandum.

Paragraph 1 b:

We will increase the replenishment of the operating fund from \$15,000 to \$30,000 to start and then adjust on the basis of history. Our B&F Officer will discuss the procedure with the Monetary Division. We would hope that the Monetary Division can allot (deposit) a check directly into the [REDACTED]

25X1A

Paragraph 2 c:

We foresee no problem here. Time and Attendance records for our people at [REDACTED] are now handled by the TSD Special Devices Branch. When we assume responsibility, the Special Devices Branch T&A Clerk will handle all of the T&A's for [REDACTED] via telephone, as is being done today.

25X1A6d

25X1A6d

Paragraph 2 d:

Our Personnel Office makes special arrangements vis a vis the Credit Union for all TSD overseas personnel. We will plan to handle [REDACTED] Credit Union matters in the same manner.

25X1A6d

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Paragraph 4 e:

We regret the misprint in our memo regarding the \$5,000 to be provided to OTR. It was our original intention to either sub-allot or provide a Form 1716 for the \$5,000 authority. We will arrange for OTR to have the \$5,000 at the beginning of the fiscal year to cover Personnel Services costs.

Paragraph 6 a:

25X1A6d

I have asked our Logistics Officer to get together with the Procurement Office as well as appropriate people in [redacted] to work out the procedures or arrangements to set up a separate contract and separate billings [redacted]  
[redacted]  
within TSD.

25X1A

2. I assume there is no need to rewrite Reference A Memorandum of Agreement since there is no substantial difference in our interpretations as to the acceptance of responsibility as outlined in the Reference B memo.

3. Please let us know as soon as possible what your plans are in regard to the processing for approval of the memorandum recommending the transfer of responsibility for [redacted] 25X1A2d1 from the DD/M&S to the DDO. The last I heard, this memorandum was being held in DD/M&S channels. If you have any other questions or need for additional information, please feel free to call TSD Support Staff.

25X1A9a

[redacted]  
Chief  
TSD Support Staff

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